

NOAA Personal Property
Status Meeting with Line and Staff Offices
December 7, 2006 at 11:00 a.m.

Introduction

Ezekiel Dennison, Jr., Director, Logistics Division

Purpose

These meetings are being held monthly to ensure coordination among the Personal Property Branch, the Finance Office, and the Line/Staff Office CFOs, Property Managers, and/or representatives in the areas of:

- Property Balances
- Process and Procedures
- Inventory Status
- UPR Status
- Status of Projects

Agenda

The meeting covered the following topics:

- Audit Calendar
- Unresolved Audit Issues
- Anticipated Projects by Line/Staff Office
- Matrix of Missing Documentation
- Unreconciled Payments Report (UPR)
- Annual Inventory – FY 07
- Training
- Reports

General Information

- Hand Receipts – NOAA Form 37-40
- Critical Elements
- Object Class Codes
- NOAA Form CD 126
- New Property Custodians
- NFR

The meeting materials, presentation slides, and the minutes will be posted to the web site shortly after the meeting. The presentation slides will include revisions brought to our attention during the meeting.

Audit Calendar

The first topic of the meeting was the audit calendar, which can be located on the NOAA Personal Property's website at http://www.pps.noaa.gov/audit_calendar.html. The calendar highlights dates that are important in order to comply with the deadlines established by Finance. The calendar includes dates when supporting documentation is due to Personal Property and when reports are due to Finance.

The books are normally closed on the 13th of every month and reports are due to Finance four business days later. However, in a meeting that the personal property office had with Finance in November a decision was made that for certain months the closing date will be something different than the 13th. This is to ensure that the personal property office will meet Finance's deadline of "within four business days." The new schedule has been posted on the website. Supporting documentation is due to the Personal Property Office a week before the closing date. **Reports of property transactions received after that date will not be included in Sunflower until the next month after the reports have been run.** Check the audit calendar on the web for due dates for each month.

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Timely submission of documentation to the Property Office is critical.

Unresolved Audit Issues

NMAO Projects

1. Sonar for Long Range Fishery Vessel
 - a. Project Manager: Michael Webb
 - b. PDA: Dispute with Vendor. May Default
 - c. Est. Cost: \$5.6 million
 - d. There was a program review performed last night. Out of the review came new milestones. There is still not a PDA date and there could still be a chance that it will default.

NMAO's project to develop a long range sonar for a Fisheries vessel has been involved in a dispute with the vendor. There was some concern last month that this contract would go into default. However, according to Jeanette McDonald, it now appears that this project will go forward. NMAO is in the process of developing new milestones so the completion date will be able to be predicted later this month.

NOS Projects

NOS has a Dell Enterprise IT Storage Software that was capitalized in October 2006. However, the correct value of the property is in question. There were several different pieces and not just one piece. A meeting is trying to be scheduled with Cmdr Brian Taggart to discuss this issue. Sloane Strother said she would help to set up this meeting.

NWS Projects

1. IBM Computer Lease
 - a. PDA: September 2006
 - b. 3 super computers on 1 lease – very huge project – also being acquired for OAR (see below).
 - c. Lease determination worksheets have been completed
 - d. Needs to be bar coded and paperwork provided to the Personal Property office for entry into Sunflower
2. Uninterruptible Power Supply (UPS) for NWS Telecommunication Gateway (NWSTG)
 - a. Project Manager: William Johnson
 - b. PDA: November 2006
3. Air Handling Replacement NWSTG
 - a. Project Manager: William Johnson
 - b. PDA: November 2006
 - c. This equipment cannot be installed until the UPS (above) is installed.

OAR Projects

1. IBM Computer Lease
 - a. PDA: September 2006

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- b. 3 super computers on 1 lease (see NWS as well)
 - c. Lease determination worksheets have been completed
 - d. Needs to be bar coded and paperwork provided to the Personal Property office for entry into Sunflower
2. OAR was leasing a super computer; eJet. **In February 2005**, the lease was terminated, and the super computer was removed. However, there were some components of the super computer that were retained by NOAA. There are components that are accountable personal property (less than \$200,000) and components that are capital personal property (more than \$200,000). Brian Mason has been in contact with Bobby Kelly to request information and documentation so these components can be added to the property system. The only documentation to support the value of the super computer was emails. A decision has been made to record the asset in Sunflower even though documentation to support the value has not been adequate. There is a likely probability that this asset will be questioned by the external auditors in June because of the following: 1) it is a prior period adjustment, and 2) there is inadequate documentation to support the value.

Upcoming Projects by Line/Staff Office (L/SO)

Property Managers were asked to verify the following projects' projected date of acceptance (PDA).

NESDIS Projects

- 1. GOES Ground Projects
 - a. Project Manager: Vanessa Griffin
 - b. PDA: December 2006
 - c. Est. Cost: \$8 million
- 2. LRIT (Low Rate Information Transmission)
 - a. Project Manager: Angela Wade
 - b. PDA: December 2006
- 3. NSOF (NOAA Satellite Operations Facility) Antenna Systems
 - a. Project Manager: Warren Dorsey
 - b. PDA: December 2006
 - c. Est. Cost: \$8 million
- 4. NSOF Network Core
 - a. Project Manager: Paul Pegnato
 - b. PDA: December 2006
 - c. Est. Cost: \$1 million
- 5. Svalbard System
 - a. Project Manager: Dan Stockton
 - b. PDA: December 2006
 - c. Est. Cost: \$10.6 million
 - d. Initial stage of a CWIP project. The initial stage value will be capitalized even though it will be sitting and waiting on the completion of the project when all of the NPOESS satellites will be able to operate with one another.

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NMAO has no projects pending for the first quarter of FY2007

NOS has no projects pending for the first quarter of FY2007

NMFS has no projects pending for the first quarter of FY2007

NOAA Personal Property needs the Line/Staff Offices' help to identify any other future transactions related to property so that we can be proactive in accounting for those assets. If there is any other procurement that is forecasted to occur, please provide NOAA Personal Property with information to help facilitate the accounting of that property.

There are a couple of websites that are useful in order to view pending CWIP projects and C* tracking. They are as follows:

CWIP projects: https://inside/noaa.gov/noaa/Budget_Planning/cwip

C*Tracking: <http://www.ago.noaa.gov/ad/doc/reports/all-actions.shtml>

Property managers should be careful in reviewing criteria for CWIP categorization. Please use the website to ensure that items that are considered to be CWIP are accounted and tracked properly. In addition Finance had indicated that there was a late submission of reported CWIP. Finance will clarify the due dates in their next data call.

Matrix of Missing Documentation

NOAA Personal Property, with the help of Ernst & Young, reviews folders created to document capitalized assets. The Matrix of Missing Documentation presents the results of the review: identifying missing documentation, any errors or issues with the existing documentation, and any errors or issues with the record of the asset in Sunflower. This matrix is updated periodically and is posted on the personal property web site. The CFO will be asked for help in resolving any issues that have been reported in prior reports and are overdue.

The following S/LO owe missing documentation to the Property Office:

- NWS:
 - CD0001461661 (6.1 Meter L-Band Motorized Antenna Systems): Missing invoices (*6 months old*) – Jan Evans will work with Ernst & Young and the property office to determine a solution
 - CD0001041943 (VM/ESA software): Missing receiving report/acceptance (*3 months old*)

Unreconciled Payments Report (UPR)

NOAA has adopted the internal rule which states that object class codes beginning with 31 will be used when acquiring accountable personal property. See <http://www.pps.noaa.gov/acctobj.htm> for

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definitions of accountable property and object class codes. Therefore, the assumption is that if a payment was made in the finance system using object class code 31, there should be a corresponding record in the property system. There are exceptions to this rule. (See <http://www.pps.noaa.gov/Training/UPR.htm> for the fact sheet on UPR.) If a LO cannot account for personal property, the LO must fill out a CD 52 to resolve outstanding items on the UPR.

Once a week, a file is captured out of CBS of all payments against object class code 31 for items other than purchase cards. Purchase card payments are captured out of CBS once a month. These files are sent to a server that adds these records to those previously existing UPR and displays them on the NOAA Personal Property Web Site. (<http://www.pps.noaa.gov/>)

Twice a week, usually on Wednesdays and Fridays, a file of all assets is generated out of Sunflower. This file is sent to the UPR server and matched against the payments appearing there. If the record in Sunflower matches the record of a payment, that payment is automatically reconciled and removed from the UPR. If only part of the payment is reconciled, the line is not removed, but the amount that has been reconciled is displayed. Automatic reconciliation reduces the requirement to manually suppress items on the UPR that have been entered in Sunflower. Manual suppression of a payment will only be done in exceptional circumstances. Reconciliation will normally occur within a few days' time once an item is in Sunflower.

NOAA Personal Property breaks out the UPR by fiscal year, by line/staff office, and by regions. Graphs and tables are included in the Operation Reports illustrating the current status of the UPR for each Line/Staff Office by region. Other graphs illustrate the progress made over the past few weeks in reducing the amount of unreconciled property.

The only reason that a bank card should appear on the UPR with a capitalized object class code (object class codes which start with 31-1) is if the purchases are components or CWIP related, or in other words, the purchases are pieces of a larger project.

Use of the incorrect object class code affects the UPR. An example of this is when NOAA buys equipment, but NOAA will never own the equipment. The correct object class code for this transaction would be 31-5x. If the 31 object class code is used incorrectly, this transaction will appear on the UPR.

A snapshot of the current UPR is generated every Friday. To ensure conformity with the UPR being submitted to the Deputy Undersecretary, that UPR will be generated the first Friday of each month. The focus of the report to the Deputy Undersecretary is UPR items 90 days and older **and greater than \$200,000**. The only Line Office over the \$200,000 threshold this month was CAO, and this is because of the Public Branch Exchange. This should come off of the UPR by the time of next month's report.

A listing of what the UPR represents for each line office will be made available. This is to help the PMs find the documentation to support these amounts in order to resolve the UPR. All of the 2006 UPRs should have been cleared and we should only be working on the 2007 UPRs.

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However, that is not the case as we still have UPRs from 2006 still outstanding. The Department is very sensitive when it comes to the accountability of personal property. We want to encourage all of the PMs to pay close attention to the UPRs and to try to resolve them as quickly as possible.

Inventory

There are a couple of types of inventory performed by NOAA. There is an Annual Physical Inventory. The primary purpose of a physical inventory is to determine if the Property Custodian (PC) can account for all items of property on the Custodian's inventory list so the organization can reconcile the physical property with the property records and the financial records. The schedule for the physical inventories can be found at <http://www.pps.noaa.gov/invensch.htm>.

The inventory process should include an assessment of the condition of property being inventoried to identify property that needs to be excessed.

It is critical that the inventories are performed in a timely manner. Extensions will be scrutinized more than they have been due to the Department's expectation of accountability. Completion of inventories in a timely manner are being tracked by the Deputy Secretary at the Department level. They are asking that they be completed this year by June 30. We will have to explain in writing why an inventory is not completed on time.

Property Accountability Officer (PAO) Training

The PAO training is on e-Learning and accessible through the Personal Property website that will take the user directly to e-Learning.noaa.gov. The user must have an e-Learning login to access the training and test. Upon successful completion of the course and a passing grade on the test (80% or better of the 43 questions), a certificate will be issued.

Property Custodian (PC) Training

The PC training is on e-Learning and accessible through the Personal Property website that will take the user directly to e-Learning.noaa.gov. The website course is for reference purposes. PCs should access the test through the e-Learning website. There were several problems in accessing the training. Tom Deckard worked with Workforce Management personnel. As a result a separate server has been added. Hopefully all of the problems that people were experiencing with the website have now gone away. However, if there are PCs still having problems accessing the website please have them contact Tom Deckard.

Email was sent on 9/29/2006 reminding the Property Custodians and Managers the training was available through the e-Learning website.

Tom Deckard will provide feedback to the PAOs and PMs notifying them when a PC has completed their training.

In addition the Department has extended the completion of training until February. The Personal Property Office has asked for an extension to May but is waiting on a response from the Department.

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PAO/PC Ethics Training

All Property Custodians are now required to take yearly ethics training. A link has been made available on the e-learning website at <http://e-learning.doc.gov/noaa/index.cfm>. Copies of the certificates of completion should be sent to Tom Deckard at the Personal Property Branch Headquarters.

Emails with spreadsheets on all individuals stating whether or not that individual has successfully completed the training were sent to the PMs on 11/06/06.

Emails were sent to the PCs as a reminder of the ethics training on 11/28/06. The due date had been extended to December 5.

Reports

The reports were the next topic of the meeting.

Financial Reports

Personal Property currently provides financial reports to the Finance Office on a monthly and quarterly basis. The monthly reports reflect the month's activity whereas the quarterly reports reflect year-to-date activity. These reports detail the capital assets of NOAA by major asset category (Aircraft, Ship, ASOS, NEXRAD, etc.). There is a summary of the acquisition cost that shows the beginning balance of the asset category and any prior period adjustments, any current period adjustments, any additions, and any deletions to arrive at the ending balance of the asset category. Also included in the reports are the details for the Unreconciled Payments Report (UPR) and the details for the government-furnished equipment.

The Financial reports for the month of November were submitted to Finance electronically on November 17, 2006.

Operational Reports

The operational reports are similar to the financial reports; however, they detail only the assets for a particular Line/Staff Office. Hard copies of the operational reports will be provided at the end of the quarters (December, March, June, and September). Access to the electronic versions of the reports will be provided by means of emails sent to each Property Manager and alternate on those months when hard copies are not printed.

Also, in these operational reports are listings of the PAOs and Custodians. Please make sure that the information is current. Any changes that need to be made to update the listings should be directed to Tom Deckard.

General Information

Physical Security. Another highly visible area is physical security over property. The Department is demanding 100% accountability and 0% losses. We can try to meet the Department's expectation by reminding employees to keep all property secure, encouraging the

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use of the NF37-40 sub-hand receipt, and encouraging the use of locks and cables on sensitive, portable equipment, especially laptops.

Inventory Certifications. The inventory certifications for 100% physical inventory and 100% physical (touch) inventory of all laptops and PDAs were due to Larry Oates from the Property Managers by November 15, 2006. The NWS was the only Line Office that had not submitted theirs as of the time of the meeting. The laptops should all have been encrypted as of September 30, so this exercise should have already resulted in a 100% inventory of the laptops, thus satisfying this requirement. As a result of the encryption exercise it was noted that 8,000 laptops were not recorded in Sunflower. This could be a result of not using the appropriate object class code of 31 (see the above paragraph on UPR for further discussion on using the correct object class code).

Assignment of property to its User. All PDAs, smartphones, and laptops needed to have the current user assigned and recorded in the Sunflower property system no later than November 30, 2006. A report was generated out of Sunflower to see which property did not have users assigned. 6,382 out of 12,000 laptops did not have users assigned. The report will be sent to management. If there is property that has not yet been assigned to a user or if there is property which, because of the way it is used in the office, can not be assigned to a particular user, then it must be assigned to the Property Custodian in the Sunflower record.

Missing laptops. If a laptop is missing, lost or stolen it must be reported within 24 hours by using NOAA Form 47-43. If you want to research to see whether you can find the laptop still fill out the Form 47-43 and then perform the research to find it.

If a laptop is missing, lost, or stolen fill out the CD-52 (Request for Final Event) on the personal property website within 5 days and contact the security office and the local police. In addition to filling out the CD-52 there will be a requirement to document what were the causes and what actions will be implemented to prevent theft of laptops. In addition it will go in front of the Boards of Review where they will review the information to see whether there could be money owed to the Government if it is deemed there was negligence on the part of the user.

Training of PCs and PAOs. The Department will be requiring a certification process on training in order for individuals to be eligible to serve as PAOs and PCs. In order to be in compliance with this certification process the Department is requiring the completion of the following types of training:

- (1) GSA sponsored training
- (2) Web based training
- (3) Week long hands-on Sunflower Training

Certification of eligibility will be granted at the Department level. There is no timeline yet as to when the above is expected to be accomplished. The web based training that NOAA is offering will suffice for the Department's required web based training.

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The Department is now mandating that Property officials receive ethics training every year along with the Procurement officials. More details with timelines will be provided later.

In addition the Department is revising the training handbook and the results of these revisions should be out within the next 2 weeks.

We ask that the PMs discuss all the training requirements with the new PCs and PAOs coming in to NOAA to ensure that they are aware of the requirements.

We have asked that the Department accept a spreadsheet of all the names of the PCs and PAOs who have satisfactorily met the training requirements instead of sending them copies of all the certificates of completion. We are waiting back for their comment. Copies of the certificates of completion should still be sent to Tom Deckard in order for him to compile the spreadsheet.

IT Security Test. The Personal Property Branch is working on a set of questions that can be added in requiring individuals to complete an IT security test. Some of the suggested questions are as follows 1) What is PII? and 2) who is the responsible person controlling property? This is just another initiative in stressing the accountability of personal property.

Performance Plan Critical Elements. Every non-bargaining unit employee who is the NOAA Property Management Officer, a Property Accountability Officer, or a Property Custodian should have incorporated the appropriate property element into his or her performance plan by November 30, 2006, and reported completion by December 5, 2006. Once these performance plans were modified to reflect the new property elements, each rating official should have certified, in writing to his or her servicing Workforce Management Advisor that all of the Property Accountability Officers or Property Custodians in his or her direct report have the appropriate language in their performance plans. Line/Staff Office Property Managers and Property Contacts were not included in this requirement. However, supervisors were encouraged to include property management responsibilities as part of these employee's performance plans.

In addition the Department has developed evaluation criteria for assessing achievement of these elements. A handout of the criteria was made available during the meeting. Since the performance plans were already certified, a question was brought up about having to go back and amend all of the performance plans. PMs should work with their Workforce Management Advisor to see what should be done now to modify the critical elements by incorporating the new evaluation criteria into performance plans that have already been certified. The following have not reported incorporating the critical elements and are outstanding:

- NWS
- OAR – PAO headquarters, Kansas City, & Seattle
- NMAO – ask for an extension – should send in by COB or tomorrow
- NESDIS – working on it
- PPI
- NOS – 95% complete
- CIO – already was sent in weeks ago – will check with Kathy Stowe

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NOAA Form CD-126. This clearance form should be used if a PC is transferring within NOAA from one line office to another, is retiring, or going to another Government agency. It is imperative that this form be used and signed by the PC. We are finding that this is not always happening and that the records in Sunflower are not updated to correctly reflect the new PC. A joint inventory between outgoing and incoming PCs must be performed.

The form has just been revised by the Department. The Personal Property Office did try to provide feedback on the revised form but the Department revised the form without including our feedback. Any comments that the PMs have regarding this form should be provided to Jon Pinner. These comments will then be consolidated and forwarded to our Workforce Management Department, who will in turn be our advocate and present these comments to the Department.

NFR. KPMG has finished their audit for the fiscal year ended 9/30/06. The Department has in the past earned a green light on the President's Management Agenda Balance Scorecard for financial management. Based on the auditors testing of sampled transactions they came up with certain NFRs. We reviewed the NFRs and provided comments to the auditors. The auditors have drafted a management letter, and we have provided our comments on the letter. The next step is the finalization of the management letter. Once the management letter is finalized it is up to us to develop a corrective action plan for these NFRs. The following were the NFRs that resulted from the audit of fiscal year 2006:

1. An item with a value of \$553,527 should have been recorded in CWIP
2. An item with a value of \$1,191,000 was capitalized. However, the asset had not yet been received or accepted
3. 2 items that should have been capitalized in 2002 & 2005 were capitalized in 2006

Additional Comments

Robert Ziobro requested a copy of the bubble chart that is sent to the Department reporting on progress on the personal property initiatives.

Mr. Ziobro also wanted to put forth that he felt that the emphasis should be on the security of PII. By putting the emphasis on the storage media where PII is found, he felt that the Department was tackling the problem indirectly rather than head-on.

Agenda Items for Next Meeting

If there are agenda items that the Line/Staff offices would like addressed in these monthly meetings, please provide them to Personal Property. You may email your suggestions to thomas.c.deckard@noaa.gov.

Date and Time of Next Meeting

The next meeting is scheduled for January 4 @ 11 a.m. at SSMC 4, Room 8150.

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Attendees

Ezekiel Dennison – CAO/Logistics Div.
Jon Pinner – PPB Branch Chief
Brian Mason – PPB
Tom Deckard – PPB
Glenn Davis – BranCore Technologies
Paul Myers – BranCore Technologies
Ann Marquez – BranCore Technologies
Angela Walter - Ernst & Young
Robert Ziobro – NMFS
Thornette Johnson – GC
Randy Hill – OCIO
Danyale Little – USAO
Mark Napoli – Deputy LD Director
Judy Mickens – CAO
Kristin Brandenburg – OAR
Jeremy Warren – OAR
Maria Buie – WFM
Isha Carry – OS/OAS
Steven Yelenic – OS/OAS
Lawrence Olmstead - OS/OAS

Via Tele-conference

Candace Myers - Finance
Jeanette McDonald – NMAO
Sloane Strother - NOS
Barbara Beasley – CFO
Bernadette Foreman – NESDIS
Sheila Hensley – Boulder
Anita Holley – Norfolk
Robin MacMillan – Norfolk
Elizabeth Valenzona – Seattle
Shelia Hensley – Kansas City
Rudy Nunez – Boulder
John Fallin - NMAO

Did not attend

Cynthia Burley – CAO
Carol Christian – AGO
Denise Tyler-Littleford – AGO
Jonathan Bailey – USAO
Jan Evans – NWS
Shelia Foster – NWS
Deborah Martin – OAR
Gail Perry - CFO

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Kathy Stowe - CIO
John Phillips - NESDIS

Supplemental Information:

Headquarters Contacts

Below are the responsibilities of the personal property staff:

NOAA Research (OAR)
Ryland Pine

NESDIS
Holly E. Turri

NOAA Weather & Climate (NWS)
Doreen Kaduri-Porter

NOAA Ocean Service (NOS)
Melissa Nelson

PPI
Dominic Blakey

NOAA Marine & Aviation Operations (NMAO)
Ryland Pine

NOAA Staff Offices (CIO)
Melissa Nelson

NOAA Staff Offices (AGO, CAO, CFO, WFM, USAO, OGC)
Ryland Pine

Branch Chief
Jon Pinner

Audit Leads
Brian Mason
Tom Deckard

Support
Paul Myers
Ann Marquez

Collection-type Heritage Assets
Lynette Joynes

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Inventory

Larry Oates
Ryland Pine

Norfolk

Robin MacMillan (RPAM)

Boulder

Rudy Nunez (RPM)
Sheila Hensley (RPAM)

Kansas City

Brian Mason
Holly Turri
Sheila Hensley

Seattle

Elizabeth Valenzona (RPM)
Kim Hutchinson (RPAM)

Property Managers

As part of the corrective action plan in response to FY2004 MLC #7, each L/SO is required to appoint a property manager (PM) and an alternate. The L/SOs are to name the person formally (in writing). This person will be responsible for the coordination of all property management efforts for their L/SO, including:

- Ensuring that purchases of accountable property are reported timely;
- Assisting CWIP managers to ensure that capitalized property is reported as soon as possible after the asset is ready for use;
- Coordinating the annual/specialized physical inventories;
- Assisting with the disposal of excess property; and
- Working with personnel within their Line/Staff Offices to resolve outstanding unreconciled payments appearing on the UPR.

The following personnel have been identified as principal Property Managers:

- Carol Christian, AGO
- Judy Mickens, CAO
- Barbara Beasley, CFO
- Randy Hill, CIO
- Regina Jackson, GC
- Bernadette Foreman, NESDIS
- Jeanette McDonald, NMAO
- Robert Ziobro, NMFS
- Sloane Strother, NOS

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- Jan Evans, NWS
- Deborah Martin, OAR
- Jonathan Bailey, USAO
- Linda Adkins, WFM

The following offices have identified alternate Property Managers:

- Denise Tyler-Littleford, AGO
- Cynthia Burley, CAO
- Gail Perry, CFO
- Kathy Stowe, CIO
- Thornette Johnson, GC
- John Phillips, NESDIS
- John Fallin, NMAO
- Rhonda Perry, NMFS
- Shelia Foster, NWS
- Mary Manoogian, OAR
- Danyale Little, USAO
- Michelle Masias, WFM